

# 50 CONS FACT SHEET

## Buying Furniture

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By federal law, furniture **must** be obtained from Federal Prison Industries (UNICOR) wherever possible—we cannot buy furniture on the open market without first obtaining a waiver from UNICOR. Furniture includes systems furniture, stand-alone wooden furniture, conference room tables, chairs, and so forth.

**Step 1. DISCUSS WITH THE CONTRACTING OFFICER.** The contracting officer will help make the decision of UNICOR vs open market, and if an open market decision is made, he or she will help you obtain a UNICOR waiver (but preparing the waiver request and obtaining the waiver is solely the customer's responsibility).

**Step 2. DESIGN.** If proceeding with UNICOR, a design for up to 29 workstations is free, but it **must** be ordered by the contracting officer. A UNICOR design of 30 or more workstations, or an open market design of any size, will probably require issuance of a priced order—in this case, a funded Form 9 will be needed. The design will be coordinated with facilities excellence, base safety, the fire department, and so forth (including the site integration office for furniture in Bldg 400). The facilities excellence office (50CES/FE) owns the design coordination process, and can provide the customer with the list of all coordinations needed, and the customer will have to prepare an AF Form 332 for CE's use.

**Step 3. ORDER THE FURNITURE.** When the design is complete, the customer will receive drawings, bill of materials, and a price quotation. The customer **must** prepare a funded Form 9, and obtain facilities excellence coordination on the face of the Form 9 with the bill of materials as an attachment. The contracting officer will issue the order to UNICOR or the open market contractor.

**Step 4. DELIVERY AND INSTALLATION.** The order will include the name and phone number of the customer's POC to coordinate delivery and installation. If the delivery and installation is late, the wrong color, or anything else differs from the terms of the order, the customer **must** notify the contracting officer immediately.

Note: Buying furniture takes a little time—please project furniture requirements during your budgeting process and submit furniture requirements as soon in the fiscal year as possible. Because the design and coordination process can be very extensive, *waiting for end-of-year money for furniture requirements is not a good idea.*

6 AUG 1998

We hope the information in this Fact Sheet is helpful. Please e-mail your recommendations for improvement to [inmanjm@schriever.af.mil](mailto:inmanjm@schriever.af.mil)